



**DEPARTMENT OF PARK AND RECREATION
SPECIAL EVENT APPLICATION**

Date of Application: _____ **Date(s) of Event:** _____

Name of Event: _____

Set up time: _____ **Take down time:** _____ **Time of Event:** _____

Location of Event: _____

Event Sponsor: _____

Contact Person: _____

Mailing Address: _____ **Zip Code** _____

E-mail Address: _____

Phone: Business: _____ **Home:** _____

Cell: _____ **Fax number:** _____

Description of Event: *(explain in full detail – including facilities to be used. Attach separate sheets if necessary)* _____

Will Street Closures be necessary?
(If yes, give locations) _____

Estimated Attendance (Circle one): 1-50 51-150 151-250 251-350 351-500 501-1000 1001+

If over 1000, please specify: _____

Is this event a fundraiser? (If yes, for what organization) _____
(Note: No admission or registration fees can be collected on park property)

Are event sponsors nonprofit organizations? (Circle one) **Yes** **No**
(If yes, please attach a copy of your Organization's 501 © (3) status)

Please provide the following:

1. Site Map

A Site Plan/Map and Event Notice must be attached. The Site Plan/Map shall include: (1) barricade locations; (2) vendor locations; (3) portable restroom locations; (4) trash receptacle locations; (5) streets requested for closure; (6) tent locations.

2. Security Plan

Security requirements will be determined in coordination with the Wichita Police Department's "Guidelines for Estimating Crowd Control Workforce." Event sponsor will be required to hire off-duty Wichita Police Officers in addition to any other security the promoter provides on the event site. Approval by Police Department is required prior to proceeding with other event arrangements. Please attach a copy of your security plan.

3. Traffic flow plan

Please attach the plan or include as a part of the site plan/map. Should include route for parade, run/walk, or any other request impacting the flow of traffic. Barricades may be available from Park Maintenance at 350-3170.

4. Trash Receptacles

The Department of Park and Recreation will provide extra trash containers for events where participation is expected to be fewer than 1,000. For events of over 1,000 participants, sponsor must arrange for a dumpster and provide this department with the following:

Name of company providing dumpster _____ Phone _____

Date dumpster will be placed _____ Date for removal _____

Location of dumpster for event (Please indicate on the Site Map) Dumpster must be removed from event site by the Monday following the completion of the event.

5. Certificate of Liability Insurance

Liability insurance in the amount of \$500,000 is required for this event naming the City of Wichita as additional insured. Attach the sponsor's insurance certificate with this application.

Insurance Company/Provider: _____

6. Portable Restrooms (Based on requirement of 1 for every 100 people)

1 in 5 restrooms must be ADA accessible. Portable restrooms may be placed 1 day prior to the event, and must be removed from the site within 24 hours of the end of the event.

Provider: _____ Phone _____

Date restrooms will be placed _____ Date to be removed _____

Location of restrooms for event (Indicate on the Site Map)

7. Clean-up Plan

Explain how you will ensure that all debris is properly disposed of, how all equipment brought in for the event is to be removed, and how the park and/or facility will be restored to "as good or better" condition than it was prior to the event.

8. Permit or License

Event sponsor is required to obtain all permits, licenses and certificates and pay any fees required by the City or State. Event sponsor will be responsible for compliance with beer and liquor laws (special event licenses) as well as all other laws and ordinances that pertain to City and Park regulations.

<u>Permit/License</u>	<u>Issuing Office</u>	<u>Phone</u>
Tents (number and size)	Office of Central Inspection (7 th Floor)	268-4461
Banners/signs	Office of Central Inspection (7 th Floor)	268-4461
❖ Transient Merchants License	Licensing Office (1 st Floor)	268-4553 (vendors)
Carnival	Licensing Office (1 st Floor)	268-4553
Beer/Liquor	Licensing Office (1 st Floor)	268-4553
Fireworks	Licensing Office (1 st Floor)	268-4553
Parade	Licensing Office (1 st Floor)	268-4553
Street Closures/Race Routes	Wichita Police Department-Traffic	268-4144
❖ Food Vendors	Environmental Health (Food Handler's Card)	268-8330

9. Electrical Requirements

List electrical requirements for your event below. (Electricity is not available in some areas.)

Voltage: 120_____ or 240_____

-
- ❖ All vendors are required to provide Pepsi products ONLY. A list of approved products is available at the Park and Recreation Office.
 - ❖ All food vendors must have current State of Kansas Food Handler's Cards issued by the Environmental Health Office.
 - ❖ All vendors must have a current Transient Merchant's License issued by the Office of Central Inspection.
 - ❖ Smoking is not allowed in any Park facility.
 - ❖ Alcoholic beverages are not allowed in any park facility or on park property.
 - ❖ All vehicles must remain on roadways or in parking lots.

PLEASE RETURN APPLICATION TO:

swilliams@wichita.gov

For further information please call:

Sonja Loggins-Williams

Phone: (316) 268-4152 or Fax: (316) 219-6369



SPECIAL EVENTS FEES (Daily)

<u>Attendance</u>	<u>Application Fee</u>	<u>Damage Deposit</u>
1-50	\$25.00	\$100
51 -150	\$25.00	\$100
151 -250	\$25.00	\$150
251 -350	\$25.00	\$250
351 -500	\$25.00	\$350
501 - 1,000	\$25.00	\$750
1,001 or more	\$25.00	\$750

Effective 4/14